

500 KAR 10:030. Community Corrections Board and grant recipient requirements.

RELATES TO: KRS 196.700 - 196.736

STATUTORY AUTHORITY: KRS 15A.160, 196.035, 196.710, 196.725

NECESSITY, FUNCTION, AND CONFORMITY: KRS 196.702 and 196.710 require the Kentucky State Corrections Commission to administer the community corrections grant program. KRS 15A.160 and 196.035 authorize the secretary of the Justice and Public Safety Cabinet to promulgate administrative regulations necessary or suitable for the proper administration of the functions vested in the cabinet or any division in the cabinet. This administrative regulation establishes the procedures and reporting requirements for a Community Corrections Board or alternate board pursuant to KRS 196.725 and KRS 196.710(3)

Section 1. Meetings and Duties. (1) The board shall meet at least quarterly to review the status of:

- (a) The goals stated in KRS 196.702(4);
 - (b) The board's grant application for Community Corrections funding;
 - (c) Expenditures and revenue for each awarded grant; and
 - (d) Operation of the community corrections program plan.
- (2) The board shall obtain the audit required by KRS 196.725.

Section 2. Reporting Requirements. (1) The board shall review and approve a report before it is submitted to the administrator or commission. The board shall submit progress reports at least quarterly detailing program and fiscal information for the period to the administrator in a format approved by the commission. The format for the report, report deadlines, and other requirements for the report shall be posted in the grant requirements on the Justice and Public Safety Cabinet website under the Grants Management Division and Kentucky State Corrections Commission grants. The report shall include the:

- (a) Number of participants served during period with the type of service received;
- (b) Number successfully completing the program during the period;
- (c) Number of unsuccessful participants;
- (d) Number of incarceration days avoided;
- (e) Number of participants with new arrests or revocations;
- (f) Amount expended during the period for:
 - 1. Personnel;
 - 2. Contract services;
 - 3. Travel;
 - 4. Training;
 - 5. Operating expenses; and
 - 6. Equipment;
- (g) Total amount expended for the period;
- (h) Remaining balance of the grant; and
- (i) The progress toward expending the award prior to the end of the award.

(2) A grant recipient may request a budget modification from the commission by sending the request to the administrator. A deviation from the approved plan or budget shall not be implemented until the commission approves the budget modification and the modification has been processed through the Justice and Public Safety Cabinet grants management system.

(3) If the audit addressed in 500 KAR 10:040 has not been completed when the submission for final disbursement of funds for the grant is made, the board shall provide with the

submission a letter certifying that it has reviewed the expenditures for the grant and that they have been expended in compliance with the grant requirements. (19 Ky.R. 1022; Am. 1366; eff. 12-9-1992; 2128, 2632; eff. 6-30-2020.)